

Filing a Notice of Appeal

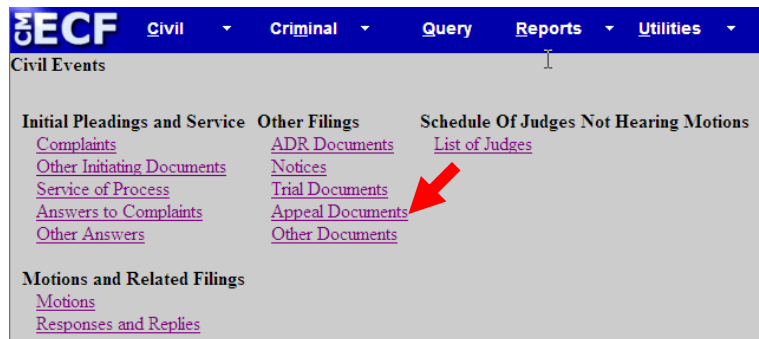
Important Points to Keep in Mind

- ✓ Payment for filing fees will be made through Pay.gov. Pay.gov is a service used by the District Court to process filing fees. It is **not** a department of, or managed by the District Court. Please review the General Order regarding refund of filing fees paid electronically. The full order is available at <http://10.205.15.104/PRESS/GeneralOrder102607PDF> and an applicable excerpt is provided at the end of this document.
- ✓ The filing user will be prompted to enter credit card information while filing the notice of appeal. Pay.gov accepts Visa[®], MasterCard[®], Discover[®], American Express[®] and Diners Club International[®]. **Debit cards are not accepted for payment at this time.** Please check the Clerk's Office website at www.ilnd.uscourts.gov for updates.
- ✓ Sealed documents are to be submitted to the Clerk's Office in paper form in accordance with local rules. No sealed documents are to be e-filed.

1. Click on the **Appeal Documents** link.

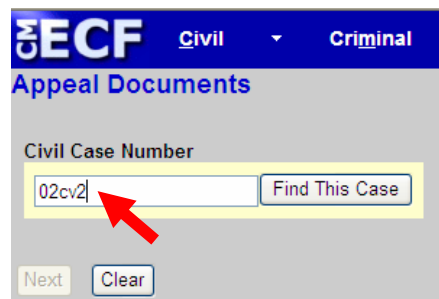


Do not use Notices to file a Notice of Appeal. This event does not allow you to pay the filing fee, and will delay processing.

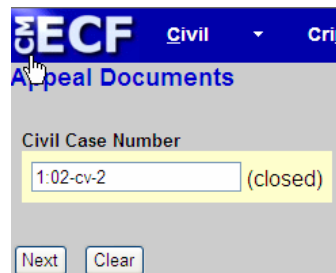


2. A. Enter the case number of the case being appealed.

B. Click **Find This Case**.



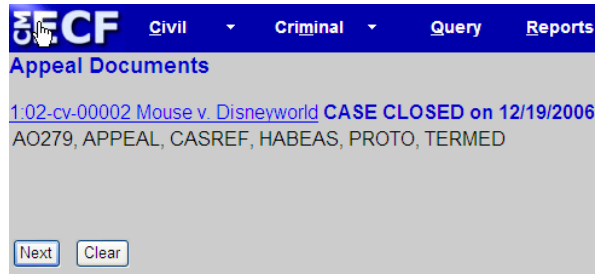
3. Once the case number that you entered displays in the box click **Next**.



Filing a Notice of Appeal

4. A. Verify that the correct case number and title display.

B. Click **Next**.




The screenshot shows the ECF (Electronic Case Filing) interface. At the top, there are tabs for 'Civil', 'Criminal', 'Query', and 'Reports'. Below these, the page is titled 'Appeal Documents'. The case information displayed is '1:02-cv-00002 Mouse v. Disneyworld CASE CLOSED on 12/19/2006' and 'AO279, APPEAL, CASREF, HABEAS, PROTO, TERMED'. At the bottom, there are two buttons: 'Next' and 'Clear'.



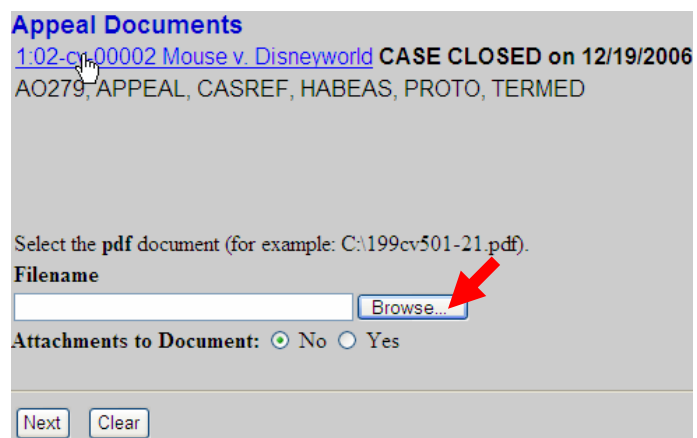
After a final judgment or closing order has been entered in the case a **CASE CLOSED** flag will appear next to the case information. This does not prevent a Notice of Appeal from being filed.

5. Click **Notice of Appeal**.



The screenshot shows the ECF interface with the 'Available Events' dropdown menu open. The menu lists several options: '7th Circuit Transcript Information Sheet', 'Amended Notice of Appeal', 'Appeal of Magistrate Judge Decision to District Court', 'Appellants Brief', 'Appellants Reply Brief', 'Appellees Brief', 'Designation of Record of Appeal', 'Docketing Statement', 'Notice of Appeal', and 'Notice of Cross Appeal'. The 'Notice of Appeal' option is highlighted with a red arrow. The 'Selected Event' field on the right shows 'Notice of Appeal'. At the bottom, there are 'Next' and 'Clear' buttons.

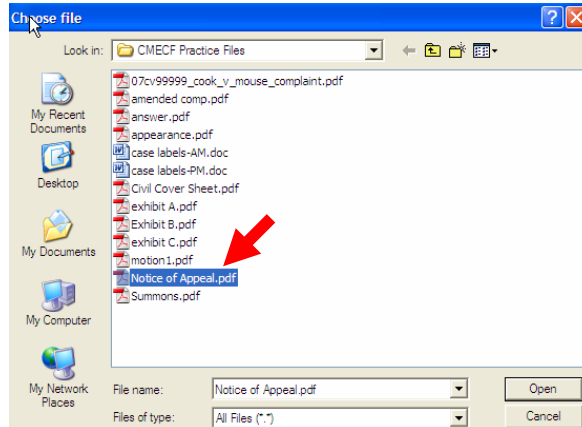
6. Click **Browse** to display the files available on your computer.



The screenshot shows the ECF interface with the 'Browse' button highlighted by a red arrow. The page displays the case information '1:02-cv-00002 Mouse v. Disneyworld CASE CLOSED on 12/19/2006' and 'AO279, APPEAL, CASREF, HABEAS, PROTO, TERMED'. Below the case information, there is a text prompt: 'Select the pdf document (for example: C:\199cv501-21.pdf)'. The 'Filename' field is empty, and the 'Browse...' button is next to it. Below this, there is a section for 'Attachments to Document' with radio buttons for 'No' (selected) and 'Yes'. At the bottom, there are 'Next' and 'Clear' buttons.

Filing a Notice of Appeal

7. A. Select the file that contains the Notice of Appeal.
- B. Click **Open** to upload the document.



8. A. Verify that the correct file name displays in the box.
- B. Verify that **attachments to Document** is selected to **No**.
- C. Click **Next**.

A screenshot of the 'Appeal Documents' form. The title is 'Appeal Documents'. Below it is a case reference: '1:02-cv-00002 Mouse v. Disneyworld CASE CLOSED on 12/19/2006 AO279, APPEAL, CASREF, HABEAS, PROTO, TERMED'. The instruction says 'Select the pdf document (for example: C:\199cv501-21.pdf)'. The 'Filename' field contains 'MECF Practice Files\Notice of Appeal.pdf' with a 'Browse...' button. The 'Attachments to Document:' section has two radio buttons: 'No' (selected) and 'Yes'. A red arrow points to the 'No' radio button. At the bottom are 'Next' and 'Clear' buttons.

9. A. Select a filing party.
- B. Click **Next**.



To select more than one name, hold down the **Ctrl** key on the keyboard and use the mouse to highlight multiple names.

A screenshot of the 'Appeal Documents' form. The title is 'Appeal Documents'. Below it is a case reference: '1:02-cv-00002 Mouse v. Disneyworld CASE CLOSED on 12/19/2006 AO279, APPEAL, CASREF, HABEAS, PROTO, TERMED'. The instruction says 'Select the filer.' Below that is a section 'Select the Party:' with a list box containing several names: 'Cooper, Alice [Intervenor]', 'Disneyworld [Defendant]', 'Disneyworld [Cross Claimant]', 'Disneyworld [Cross Claimant]', 'Mouse, Mickey [Plaintiff]', 'Mouse, Mickey [Cross Defendant]', 'Mouse, Mickey [Cross Defendant]', and 'Rossi, Aaron [Court Monitor]'. A red arrow points to this list box. To the right of the list box is a link 'Add Create New Party'. At the bottom are 'Next' and 'Clear' buttons.

Filing a Notice of Appeal

10. A. Check the box next to the event/order being appealed.

B. Click **Next**.

Appeal Documents

[1:02-cv-00002 Mouse v. Disneyworld](#) **CASE CLOSED on 12/19/2006**
AO279, APPEAL, CASREF, HABEAS, PROTO, TERMED

Select order being appealed.

Select the appropriate event(s) to which your event relates:

- ☐ 02/01/2002 [4](#) ORDER Motion for leave to proceed in forma pauperis [3](#) is granted signed by Judge Ruben Castillo on 2/1/2002. (nlf,) (Entered: 07/17/2003)
- ☐ 12/01/2004 [8](#) MINUTE entry before Judge Ruben Castillo : Motion to continue 7 is entered and continued, Settlement conference held on 12/1/2004, Attorney Russell Crowe for Disneyworld added. Attorney Andy Garcia terminated. Show Cause Hearing set for 12/20/20 04 at 10:00 AM. (nlf,) (Entered: 12/13/2004)
- ☐ 12/01/2004 [9](#) Motion to continue 7 is entered and continued, ORDER regarding Motion for Leave to Proceed in forma pauperis [3](#) Pretrial Conference set for 12/20/2004 at 10:00 AM. Signed by Judge Ruben Castillo on 12/1/2004: (nlf,) (Entered: 12/13/2004)
- ☐ 01/13/2005 [23](#) MINUTE entry before Judge Ruben Castillo : Motion for extension of time to answer 17 is entered and continued (nlf,)
- ☒ 04/06/2005 [70](#) PROTECTIVE Order Signed by Judge Ruben Castillo on 4/6/2005: (nlf,)
- ☐ 04/06/2005 [71](#) CONTEMPT Order Signed by Judge Ruben Castillo on 4/6/2005: No notice (nlf,)

11. A. Click the **Calendar** button and select the **Appeal Record Deadline**.

B. Click **Next**.

* **The deadline must be exactly 21 days from the date the appeal is filed. This includes weekends and holidays.**

If the deadline date falls on a holiday, select the next business day.

Appeal Documents

[1:02-cv-00002 Mouse v. Disneyworld](#) **CASE CLOSED on 12/19/2006**
AO279, APPEAL, CASREF, HABEAS, PROTO, TERMED

notice of appeal

Appeal Record Deadline

Date

<https://ecf-test.ilnd.circ7.dcn/...>

October 2007

<< < Today > >>

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Filing a Notice of Appeal

12. Type **N** in the box unless you are filing on behalf of the government or pro se.

*If you are filing on behalf of the government or pro se, type **Y** in the box. The payment screen will not display.

Appeal Documents
1:02-cv-00002 Mouse v. Disneyworld CASE CLOSED on 12/19/2006
AO279, APPEAL, CASREF, HABEAS, PROTO, TERMED

Do you have in forma pauperis status for this appeal Y/N?
or
Are you requesting in forma pauperis status for this appeal Y/N?
or
Is this complaint filed on behalf of the USA Y/N?



At this point, a filing fee is required. Determine whether the fee will be paid using a credit card online, or if the fee will be paid in the traditional manner at a later time. You will not be able to pay the fee online after the Notice of Appeal has been electronically filed.

If the fee is not paid at the time the Notice of Appeal is filed, the Court of Appeals will send a letter notifying you when the fee must be paid. If not paid in a timely fashion, your appeal may be dismissed for lack of payment.

If the attorney is a CJA Attorney, Federal Defender or Assistant U.S. Attorney, a filing fee is not required.

13. Click **Next**.

Appeal Documents
1:02-cv-00002 Mouse v. Disneyworld CASE CLOSED on 12/19/2006
AO279, APPEAL, CASREF, HABEAS, PROTO, TERMED

Fee: \$455

Filing a Notice of Appeal

14. Wait for the payment screen to load.

Appeal Documents

[1:02-cv-00002 Mouse v. Disneyworld](#) **CASE CLOSED on 12/19/2006**
AO279, APPEAL, CASREF, HABEAS, PROTO, TERMED

Now loading the payment processing screen. This process might take a few seconds.

15. Follow the prompts and enter your credit card information.

The payment amount displayed reflects the appropriate fee for the type of document being filed.

Online Payment

[Return to your origins](#)

Step 1: Enter Payment Information

Pay Via Plastic Card (PC) (ex: American Express, Diners Club, Discover, Mastercard, VISA)

Required fields are indicated with a red asterisk *

Account Holder Name: *

Payment Amount: \$1.00

Billing Address: *




Billing Address 2:

City:

State / Province: *

Zip / Postal Code:

Country: *

Card Type: *    

Card Number: * (Card number value should not contain spaces or dashes)

Security Code: * [Help finding your security code](#)

Expiration Date: * / *

Select the "Continue with Plastic Card Payment" button to continue to the next step in the Plastic Card Pa

[Continue with Plastic Card Payment](#)

[Cancel](#)

16. A. Check the box authorizing the charge. If this box is not checked the filing fee cannot be processed.

- B. To have a receipt emailed to you, enter your email address in both boxes.

Online Payment

[Return to your originating application](#)

Step 2: Authorize Payment

1 | 2

Payment Summary [Edit this information](#)

Address Information	Account Information	Payment Information
Account Holder Name: Attorney Test	Card Type: Visa	Payment Amount: \$1.00
Billing Address: 219 S. Dearborn	Card Number: *****2222	Transaction Date 10/25/2007 14:22 and Time: EDT
Billing Address 2:	Expiration Date: 4 / 2008	
City:		
State / Province:		
Zip / Postal Code: 60600		
Country: USA		

Email Confirmation Receipt

To have a confirmation sent to you upon completion of this transaction, provide an email address

Email Address:

Confirm Email Address:

CC:

Check this box to authorize the charge.

Enter email address for receipt.

Authorization and Disclosure

Required fields are indicated with a red asterisk *

I authorize a charge to my card account for the above amount in accordance with my card issuer agreement. ☒ *

Press the "Submit Payment" Button only once. Pressing the button more than once could result in multiple transactions.

[Submit Payment](#)

[Cancel](#)

Filing a Notice of Appeal

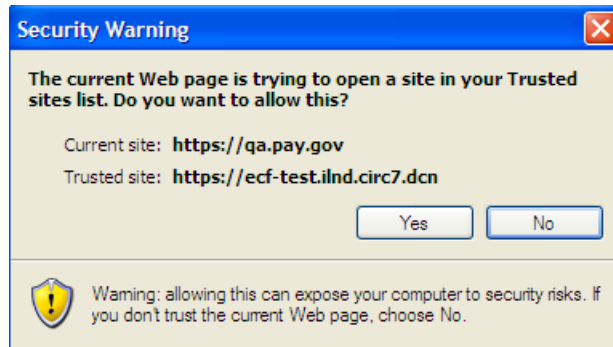
17. Wait until your credit card charge has been processed.

Your request is being processed. Please wait.

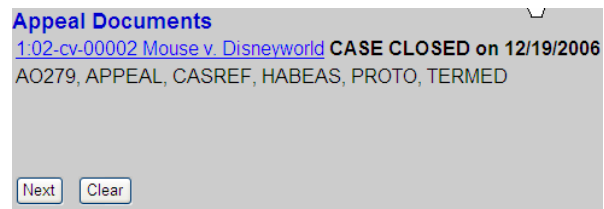


18. Click **Yes** to return to CM/ECF.

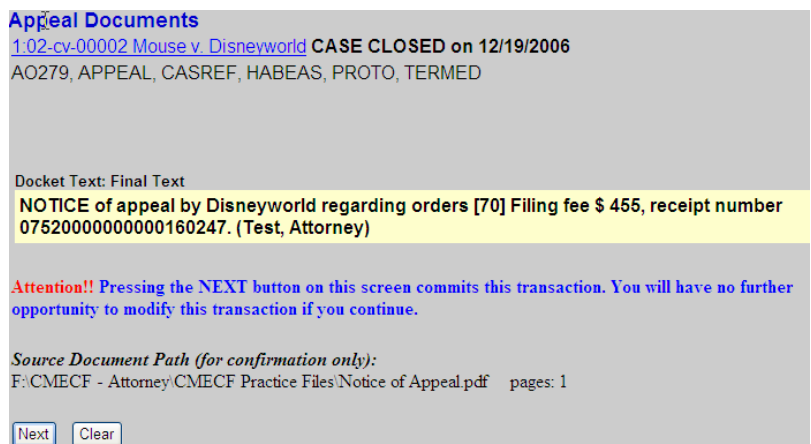
If you do not select yes, you will not be returned to the Court's website to complete your transaction. Your credit card will be billed, but your appeal will NOT be filed.



19. Click **Next**.

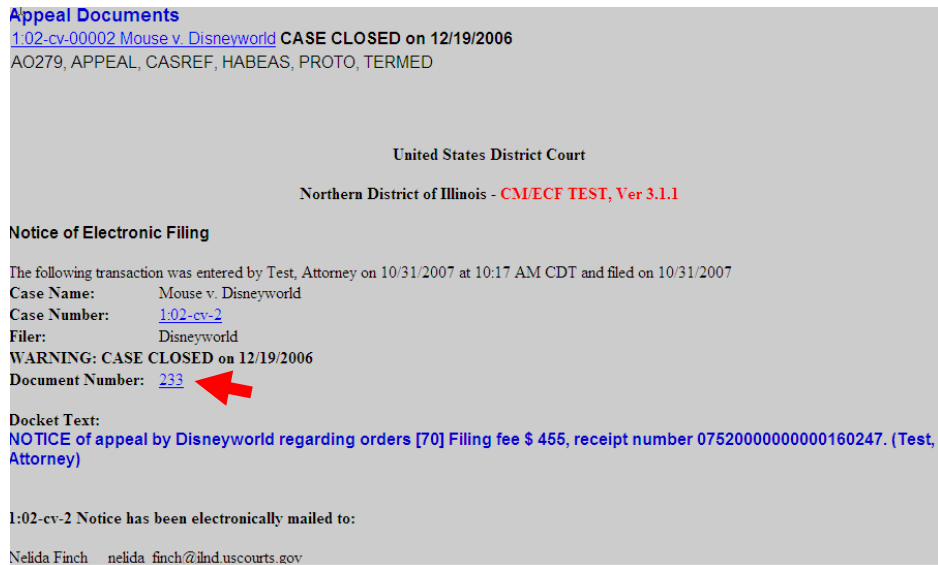


20. Verify that the docket text is correct then click **Next**.



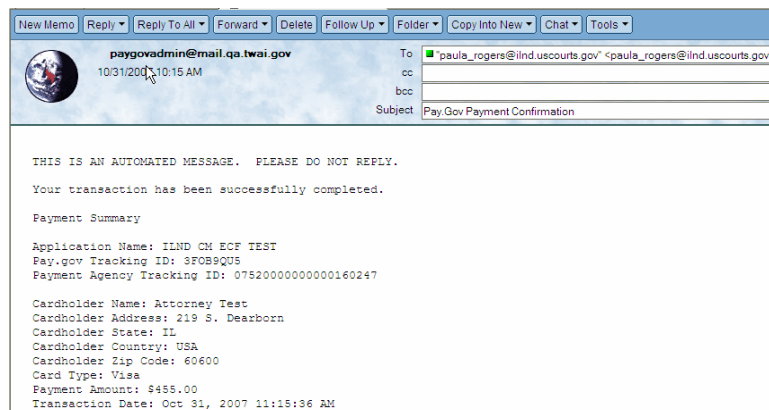
Filing a Notice of Appeal

21. Wait for the Notice of Electronic Filing (NEF) to display.



22. Make sure that you either print a copy of the NEF for reference or write down the document number. **You will need this number in the event that the clerk's office requests that you resubmit any PDF documents.**

23. File the Docket Statement. Instructions are provided on the following pages.



Shown above is a sample receipt generated by Pay.gov. Remember, in order to generate a receipt you must enter your email address at the prompt on the Pay.gov screen. Refer to step 16 for details.

Filing a Notice of Appeal

The **Docket Statement** MUST be filed on the same date as the Notice of Appeal. If it is not filed on the same date then it must be filed at the Court of Appeals. **The Docket Statement must be filed separately. DO NOT attach it to the Notice of Appeal!**

1. Click **Appeal Documents** on the main menu.



2. A. Type the case number.
B. Click **Find This Case**.

A screenshot of the 'Appeal Documents' form. The title 'Appeal Documents' is at the top in blue. Below it is the label 'Civil Case Number'. A text input field contains '02cv2'. To the right of the input field is a button labeled 'Find This Case'. Below the input field are two buttons: 'Next' and 'Clear'.

3. Click **Next** when the case number displays in the box.

A screenshot of the 'Appeal Documents' form. The title 'Appeal Documents' is at the top in blue. Below it is the label 'Civil Case Number'. The text input field now displays '1:02-cv-2' followed by '(closed)'. Below the input field are two buttons: 'Next' and 'Clear'.

4. Click **Next**.

A screenshot of the 'Appeal Documents' form. The title 'Appeal Documents' is at the top in blue. Below it, the case details are displayed: '1:02-cv-00002 Mouse v. Disneyworld CASE CLOSED on 12/19/2006 AO279, APPEAL, CASREF, HABEAS, PROTO, TERMED'. At the bottom are two buttons: 'Next' and 'Clear'.

Filing a Notice of Appeal

5. A. Select **Docketing Statement**.

B. Click **Enter**.

Appeal Documents
[1:02-cv-00002 Mouse v. Disneyworld](#) CASE CLOSED on 12/19/2006
AO279, APPEAL, CASREF, HABEAS, PROTO, TERMED

Available Events (click to select an event)

- 7th Circuit Transcript Information Sheet
- Amended Notice of Appeal
- Appeal of Magistrate Judge Decision to District Court
- Appellants Brief
- Appellants Reply Brief
- Appellees Brief
- Designation of Record on Appeal
- Docketing Statement**
- Notice of Appeal
- Notice of Cross Appeal

Selected Event
Docketing Statement

Next Clear

6. Click **Browse** to display the files available on your computer.

Appeal Documents
[1:02-cv-00002 Mouse v. Disneyworld](#) CASE CLOSED on 12/19/2006
AO279, APPEAL, CASREF, HABEAS, PROTO, TERMED

Select the pdf document (for example: C:\199cv501-21.pdf).

Filename

Browse...

Attachments to Document: ☒ No ☐ Yes

Next Clear

7. A. Select the file that contains the **Docketing Statement**.

B. Click **Open** to upload the document.

Choose file

Look in: CMECF Practice Files

- 07cv99999_cook_v_mouse_complaint.pdf
- amended comp.pdf
- answer.pdf
- appearance.pdf
- case labels-AM.doc
- case labels-PM.doc
- Civil Cover Sheet.pdf
- Docketing Statement.pdf**
- exhibit A.pdf
- Exhibit B.pdf
- exhibit C.pdf
- motion1.pdf
- Notice of Appeal.pdf
- Summons.pdf

File name: Docketing Statement.pdf

Files of type: All Files (*.*)

Open Cancel

Filing a Notice of Appeal

8. A. Verify that the correct file name displays in the box.
- B. Verify that **attachments to Document** is selected to **No**.
- C. Click **Next**.

Appeal Documents
 1:02-cv-00002 Mouse v. Disneyworld CASE CLOSED on 12/19/2006
 AO279, APPEAL, CASREF, HABEAS, PROTO, TERMED

Select the pdf document (for example: C:\199cv501-21.pdf).

Filename
 F Practice Files\Docketing Statement.pdf [Browse...](#)

Attachments to Document: ☒ No ☐ Yes

[Next](#) [Clear](#)

9. A. Select the filing party.
- B. Click **Next**.

Appeal Documents
 1:02-cv-00002 Mouse v. Disneyworld CASE CLOSED on 12/19/2006
 AO279, APPEAL, CASREF, HABEAS, PROTO, TERMED

Select the filer.

Select the Party:

Cooper, Alice [Intervenor]
 Disneyworld [Defendant]
 Disneyworld [Cross Claimant]
 Disneyworld [Cross Claimant]
 Mouse, Mickey [Plaintiff]
 Mouse, Mickey [Cross Defendant]
 Mouse, Mickey [Cross Defendant]
 Rossi, Aaron [Court Monitor]

[Add/Create New Party](#)

[Next](#) [Clear](#)

10. A. Check the box next to the Notice of Appeal that relates to this event.
- B. Click **Next**.

Appeal Documents
 1:02-cv-00002 Mouse v. Disneyworld CASE CLOSED on 12/19/2006
 AO279, APPEAL, CASREF, HABEAS, PROTO, TERMED

Select the appropriate event(s) to which your event relates:

☐ 12/13/2004 5 NOTICE of appeal by Disneyworld ; Filing fee \$ 255 paid; Receipt number 1234 (nlf,)

☐ 01/11/2005 15 NOTICE of appeal by Disneyworld regarding order 8 ; Filing fee \$ 255 paid; Receipt number 12345 (nlf,)

☐ 03/08/2007 184 NOTICE of appeal by Mickey Mouse regarding orders 172 ; Filing fee \$ 455 paid; Receipt number 307123 (amb,)

☐ 07/17/2007 202 NOTICE of appeal by Mickey Mouse regarding orders 4 Filing fee \$ 455, receipt number 158616. (Test, Attorney)

☐ 07/23/2007 205 NOTICE of appeal by Mickey Mouse regarding orders 8 (Test, Attorney)

☐ 07/23/2007 206 NOTICE of appeal by Mickey Mouse regarding orders 23 (Test, Attorney)

☒ 10/31/2007 232 NOTICE of appeal by Disneyworld regarding orders 172 Filing fee \$ 455, receipt number 0752000000000160236. (Test, Atty)

☒ 10/31/2007 233 NOTICE of appeal by Disneyworld regarding orders 70 Filing fee \$ 455, receipt number 0752000000000160247. (Test, Attorney)

[Next](#) [Clear](#)

Filing a Notice of Appeal

11. Click **Next**.

Appeal Documents
[1:02-cv-00002 Mouse v. Disneyworld](#) **CASE CLOSED on 12/19/2006**
AO279, APPEAL, CASREF, HABEAS, PROTO, TERMED

12. A. Verify that the docket entry is correct.

B. Click **Next**.

Appeal Documents
[1:02-cv-00002 Mouse v. Disneyworld](#) **CASE CLOSED on 12/19/2006**
AO279, APPEAL, CASREF, HABEAS, PROTO, TERMED

Docket Text: Final Text
DOCKETING Statement by Disneyworld regarding notice of appeal[232], notice of appeal[233] (Test, Attorney)

Attention!! Pressing the NEXT button on this screen commits this transaction. You will have no further opportunity to modify this transaction if you continue.

Source Document Path (for confirmation only):
F:\CMECF - Attorney\CMECF Practice Files\Docketing Statement.pdf pages: 1

13. Wait for the system to process your submission.

Appeal Documents
[1:02-cv-00002 Mouse v. Disneyworld](#) **CASE CLOSED on 12/19/2006**
AO279, APPEAL, CASREF, HABEAS, PROTO, TERMED

Processing
Processing... please wait.
.....

14. Make sure that you either print a copy of the NEF for reference or write down the document number. **You will need this number in the event that the clerk's office requests that you resubmit any PDF documents.**

Appeal Documents

[1:02-cv-00002 Mouse v. Disneyworld](#) CASE CLOSED on 12/19/2006
AO279, APPEAL, CASREF, HABEAS, PROTO, TERMED

United States District Court

Northern District of Illinois - CM/ECF TEST, Ver 3.1.1

Notice of Electronic Filing

The following transaction was entered by Test, Attorney on 10/31/2007 at 10:36 AM CDT and filed on 10/31/2007

Case Name: Mouse v. Disneyworld

Case Number: [1:02-cv-2](#)

Filer: Disneyworld

WARNING: CASE CLOSED on 12/19/2006

Document Number: [234](#)

Docket Text:

DOCKETING Statement by Disneyworld regarding notice of appeal[232], notice of appeal[233] (Test, Attorney)

1:02-cv-2 Notice has been electronically mailed to:

Nelida Finch nelida_finch@ilnd.uscourts.gov

UNITED STATES DISTRICT COURT FOR THE NORTHERN DISTRICT OF ILLINOIS GENERAL ORDER 07 – 0023 GENERAL ORDER ON ELECTRONIC CASE FILING

Excerpt regarding refund of erroneous or duplicate payments:

(D) The Clerk of Court is hereby granted the authority to authorize refunds upon written request by a party who has inadvertently made erroneous or duplicate payments on line. All approved refunds shall be processed through the electronic credit card system. In the event that a particular attorney or law firm continues to make repeated mistakes when submitting fees and requesting refunds, the Clerk of Court may request that the Court issue an order to show cause why further requests for refunds should be considered. If a credit card transaction is invalid for any reason or if the credit card processing function in CM/ECF is experiencing problems, payment must be made within two business days. Summons will not be issued until the fee is paid by credit card, check, cash, or money order. If the case is an emergency filing, the filer must bring the paper document.